

**U.S. DEPARTMENT OF JUSTICE
STUDENT VOLUNTEER SERVICE AGREEMENT**

Section I — Assignment Data

1. Student's Name:
2. Academic Discipline, if applicable:
3. Educational Institution:
4. Academic Level:
5. Statement of Service to be Performed: **Assists Attorneys with legal research and writing duties.**
6. Assignment Location: **US Attorney's Office-Eastern District of New York**
7. Proposed Length of: **January 5, 2015-May 31, 2015**
8. Proposed Tour of Duty: **January 5, 2015-May 31, 2015**

Section II — Education Institution Agreement

I certify that _____ is a student enrolled not less than half-time and is in good academic standing. The duties to be performed and scheduled hours of work are approved as appropriate for the course of study or training that she is pursuing. The student (will/will not) be given academic credit for the volunteer service.

I understand that a record of the student's attendance and an evaluation of his/her performance will be provided to this institution when the volunteer service is completed.

Signature of Approving Official

Date

Title
Educational Institution –

Section III — Volunteer Student Agreement

I have read the above statement of service to be performed and agree to perform the assignment as described.

I understand that:

I am to receive no pay or other compensation for services rendered;

I hereby agree to waive any and all claims against the Government for salary or wages on account of services performed;

I am not considered to be a federal employee for any purpose other than for purposes of:

- (a) the Federal Tort Claims provisions published in 28 U.S.C. 2671 through 2680. Claims arising as a result of student participation should be referred to the Department of Justice; and
- (b) title 5, U.S.C. Chapter 81, relative to compensation for injuries sustained during the performance of work assignments. Claims related to injuries should be referred to the Office of Workers' Compensation Programs, U.S. Department of Labor, for adjudication.

I am to conduct myself with honesty and integrity in the performance of my duties;

I am to consciously safeguard government business which is not for public information;

This agreement may be terminated at any time by myself, my educational institution, or the Department of Justice; and

A record of my attendance and an evaluation of my performance will be provided to me and my educational institution when my work assignment is completed.

Signature of Student

Date

Section IV — Employing Office Agreement

Supervision of the student volunteer will be provided and a record of attendance and a written evaluation of the student's performance will be provided to the student and the educational institution at the end of the assignment.

I certify that the volunteer services to be performed by the student, as outlined in this Volunteer Service Agreement, will not displace any employee.

Mary Breen

Signature of Supervisor or Authorizing Official

Date

Title: **Deputy Administrative Officer**
Organization **DOJ, U.S. Attorney's Office-EDNY**